

**Regular Meeting of the Board of Trustees
Roanoke-Chowan Community College
Tuesday, May 28, 2002
Board Room, Jernigan Building**

MINUTES

Trustees Present: Margaret Burgwyn, Leroy Douglas, Jim Farmer, Nellie Fennell, Vernice Howard, Don Joyner, Rob Lewis, Johnnie Reid, Carl White, Lillie Owens-White

Trustees Absent: Glendale Boone, Timothy Boone

Staff Present: Mary C. Wyatt, President; Claudia Morris, Executive Vice President; Linda Alexander, Dean of Curriculum Instruction; Diane Kimbrough, Dean of Student Services; Robert Williams, Dean of Continuing Education; Lisa Rolan, Manager Finance and Administration; Cleveland Blount, Human Resources Manager; Wendy Peele, Recruiter/Veterans Affairs Officer; Patsy Perry, Marketing/Public Information; Charlene Jones, Recorder

The meeting was called to order by Vice Chair Don Joyner. Invocation was given by Mr. Joyner.

Approval of Regular Minutes. Correction to April 23, 2002 minutes: Johnnie Reid made motion to approve minutes. Johnnie Reid accompanied architects on walk through of building on April 24, 2002. On motion of Lillie Owens-White, seconded by Vernice Howard, the April 23, 2002 minutes were approved with correction.

Purchasing Management Review Report. Dr. Wyatt gave this report. The College received a letter from Betsy L. Watson, Compliance Manager, North Carolina Department of Administration, Division of Purchase and Contract, stating that Roanoke-Chowan Community College completed a successful compliance review. The purchasing department is operating in a "highly professional manner". Ms. Watson issued four recommendations for purchasing. Recommendation #3 was questioned by Trustees. What action will be taken. Dr. Wyatt stated that the College will work diligently so that these findings and recommendations will not occur again. There has been a change in personnel in the finance department. Close attention to processes and procedures will be adhered to. The Trustees would like to have the purchasing agent attend the next board meeting for clarification of this report. This compliance audit is done annually.

Legislative Issues. Dr. Wyatt gave this report. There will be a luncheon for legislators on Wednesday, June 26 from 11:30 to 1:30 on the Halifax Mall behind the Legislative Building. Any trustee who can go to talk to legislators regarding community college funding is urged to attend. The Association of Trustees will pay for one trustee. All others must pay \$10 and use

personal transportation. The \$10 needs to be paid as soon as possible. If trustees cannot attend this luncheon, local legislative representatives should be contacted. Discussion ensued.

Closure of Two Programs. Linda Alexander gave this report. Approval from the Board of Trustees to close two programs – Automotive and Heavy Equipment – is requested. Both of these programs have had low enrollment for a number of years. The Carpentry program is also being looked at for possible closure, although there has been interest from Northampton East High School for a program on their campus. Closure of this program is not being asked for at this time. Chris Freeman, Heavy Equipment and Joe Barrett, Automotive Technology, would be affected by the closure of these programs. The North Carolina Community College System will have to be notified that these programs are closing. Disposal of equipment for these two programs – specifically Automotive Technology – equipment may have to be destroyed. A decision will have to be made whether we want to maintain this equipment and seek permission to re-use it. Discussion ensued. A study on the use of the space presently used by these programs is underway. Projects being considered are Basic Law Enforcement Training and Continuing Education. The proposal is for these two programs to end the Fall of 2002. On motion of Margaret Burgwyn, seconded by Don Joyner, the Heavy Equipment & Transport Technology and Automotive Systems Technology programs are approved for closure in Fall 2002. The Board of Trustees would like to be provided with a listing of equipment, stipulations on disposal of equipment, etc.

State Board of Community Colleges Contractual Arrangement. Dr. Mary Wyatt gave this report. Letter from H. Martin Lancaster stating that on April 19, 2002, the State Board of Community Colleges approved our request to convert a contractual arrangement for [A10100] Associate in Arts to an autonomous curriculum. This was a contractual arrangement with East Carolina University and the College will now be able to operate without East Carolina University. This will be a significant saving for Roanoke-Chowan Community College.

Presentation to The Higher Education Bond Oversight Committee. Lisa Rolan gave this report. This presentation is a flow chart comparing Roanoke-Chowan Community College to 58 colleges in the State. Currently RCCC is working on replacement of the roof in Jernigan Building in August 2002. All proposals are for renovation and repair. Funds do not have to be accumulated, just advise home office when you need funds. The Systems Office may need to rework these charts. RCCC does have lighting proposed for September 2002.

Update – Continuing Education – Northampton County. Robert Williams gave this report. Continuing Education has two basic skills classes – Woodland Olney Apartments and Nebo Family Life Center. There are also two basic skills classes at Odum Prison as well as a carpentry program. A Business Administration program was just completed at Odum Prison. Continuing Education has completed six 24-hour computer classes and four 18-hour classes for employees in Northampton County. These activities need to be publicized in the newspaper. The College has been covering these activities and will continue to cover. A scrapbook for Northampton County will be put together.

Personnel Update. Cleveland Blount gave this report. A correction should be made to the minutes of April 23, 2002 to reflect that the Career/Job Placement Coordinator began work on May 9, 2002. The Vice President of Planning and Advancement position has been advertised and two candidates interviewed. Due to budgetary constraints, it was decided to fill this position in-house. Dr. Claudia Morris will fill this position as of July 1, 2002. Information Systems Instructor, Math Instructor, Accountant Instructor, Drafting Instructor and ADN Nursing Instructor are vacant.

President's Remarks. Dr. Mary Wyatt gave this report of activities participated in during the month of May.

- Teaching Assistant Partnership ECSU, RCCC and Martin Community Colleges and the Counties of Hertford, Bertie, Martin and Northampton
- Student Services Annual Academic Awards Banquet
- North Carolina Community College Association of Trustees and Presidents
- Shaw University Banquet
- RCCC's interview of Dr. McGraw for the Vice President's position (Dean of Technology, Johnston Community College); interview of Attorney Valerie Jones, Washington, DC
- Sprint Academic Scholarship luncheon for Community College students
- GED graduation ceremony
- Session I Training – Civic Entrepreneurship Training – Northampton County
- Nursing Pinning ceremony
- Curriculum student graduation ceremony
- Planning and Budgeting Team meetings
- CADA banquet
- Executive Committee of President's Association and Academic Excellence luncheon
- College Leadership Program luncheon
- Chowan College's Commencement
- Rotary meetings
- Executive Management Council meetings
- Campus wide meetings
- Staff development training – Institutional Effectiveness Planning
- Staff development training – Understanding the Budgeting Process
- Board Meeting – Northampton Partnership for Children
- Section II Training – Civic Entrepreneurship Training – Hertford County

Trustee Jim Farmer would like a change in terminology from “curricular commencement” to “college commencement.”

Introduction of Lisa Rolan, Manager Finance and Administration was made by Dr. Wyatt. Ms. Rolan is taking on responsibilities of Jack Henderson.

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On motion of Don Joyner, seconded by Johnnie Ried, the Board of Trustees went into closed session.

Regular session reconvened at 8:05.

Position Change. On motion of Lillie White, seconded by Vernice Howard, the recommendation that Lisa Rolan assume the position of Manager of Finance and Administration is approved. On motion of Johnnie Ried, seconded by Lillie Owens-White, the recommendation that Dr. Claudia Morris assume the position of Vice President for Planning and Advancement as of July 1, 2002 is approved.

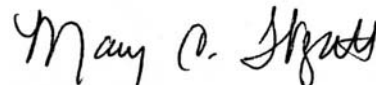
Margaret Burgwyn is appointed to head up the committee for the SACS recommendation response for the Board of Trustees. This will be reported on at the next board meeting.

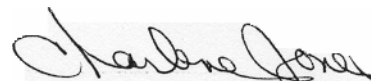
Chair Rob Lewis shared with and completed a survey regarding Board of Trustees from ACCT.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,


W. Rob Lewis, Chairman


Mary C. Wyatt, Secretary


Charlene Jones, Recorder